## DRAFT AGENDA

## National Environmental Laboratory Accreditation Conference Meeting on Proficiency Testing Issues Friday, November 14, 2003 – 8:00 AM to 3:00 PM (ET) U.S. Environmental Protection Agency, Research Triangle Park, NC

8:00 – 8:45 Welcome/Logistics - Lara P. Autry, NELAC/NELAP Director

**General Remarks** - Jewel F. Morris, Deputy Director, National

Exposure Research Laboratory,
Office of Research and Development

Other(s) Possible

**Meeting Purpose** - Lara P. Autry, NELAC/NELAP Director

All remaining sessions are designed to focus on each of the five major proficiency-testing groups and their responsibilities, as defined in the NELAC Standard. Discussion for each group will center around the following questions: are the roles and responsibilities for this group clearly defined; are there additional materials (e.g., policies, rules, guidance) needed for this group; and is there a "check & balance" system in place for this group? Each session will begin with a brief overview/update of any activities and/or efforts already underway for that particular group/area of responsibility.

8:45 – 9:30 **Laboratories** 

9:35 – 9:50 Break

9:50 – 10:40 Primary Accrediting Authority (AA)

10:40 – 11:30 Proficiency Testing (PT) Providers

11:30 – 12:30 Lunch

- 12:30 1:30 Proficiency Testing Oversight Body (PTOB)/ Proficiency Test Provider Accreditor (PTPA)
- 1:30 2:30 National Environmental Laboratory Accreditation Conference (NELAC)/ National Environmental Laboratory Accreditation Program (NELAP)
- 2:30 3:00 Next Steps/Wrap-Up